

## ***Module 10: Careers On-the-Go***



# **THE SPOUSE EMPLOYMENT ASSISTANCE PROGRAM**

## **SPOUSE CAREER/LIFE COURSE - MODULE 10**

### **TRAINING OUTCOME**

Participants will learn about transferable and mobile careers and skills that they can take with them wherever they go. Participants will identify job options that are of interest to them, as well as work arrangements that best suite their family situation.

### **ESTIMATED TIME**

1 hour 30 minutes

### **AGENDA**

- Introduction
- Non-Traditional Employment
- **Ex:** My Mobile Careers
- Mobile Careers
- Alternative Work Arrangements
- Long Distance Job Hunting
- Summary
- Evaluation

### **PARTICIPANT MATERIALS**

- Participant Guide

## **TRAINING AIDS**

- Overheads 1 through 8
- Pre-prepared charts (see Preparation Notes to the Instructor)

## **EQUIPMENT AND SUPPLIES**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

## **PREPARATION NOTES TO THE INSTRUCTOR**

1. Set up room by arranging the furniture in an appropriate manner.
2. Hang the chart of a Career Plan in the room. Prepare to discuss the Career Plan and the link to this module.
3. Prepare the chart listing the agenda.
4. You may want to prepare a chart with the title “Positive Aspects and Benefits” for the brainstorming portion of the module.
5. During the discussion on conducting a long distance job search, you will refer to Internet addresses. It may be helpful to prepare a chart of the addresses prior to the session.
6. Display Overhead 1 prior to the start of class.

## MODULE 10: CAREERS ON-THE-GO



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### WELCOME AND TRAINER INTRODUCTION (10 MINUTES)

**Welcome** participants to the training:

- Introduce yourself and welcome participants to their local Family Service Center and to the Spouse Career/Life Course.
- Set up boundaries for confidentiality sake.
- Provide a brief summary of your background and experience.
- If applicable, introduce other persons (non-participants) or guest speakers and describe their role.
- State that some modules will be presented by guest speakers on specific specialist areas.
- Notify the participants that the role of the instructor(s) is to take participants through the course and provide them with support whenever they need it. If participants wish, they can approach you individually during breaks, after class hours by appointment, etc.
- Review logistics (e.g., breaks, bathrooms, and drink machines); Review Module agenda.
- Tailor the module for your audience.

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- State what will be covered in this module; review agenda.
  - Military spouses are in unique situations. They have served their country in many ways. In some cases their service has been without pay as they raise the family or they, along with their military spouse, transfer jobs. In this module, we will discuss careers and skills that can go with you when your spouse is transferred.



**State Objectives:**

At the end of this module, you'll be able to:

- Identify skills and jobs that are transferable/mobile.

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- Identify possible mobile career interests.
- Refer to your skills and desires when searching for a job to transfer.
- Use the tips supplied for conducting a long distance job search.

Career Plan link to module:

**Page 196 - Participant Guide**  
**Instructor Aid 1**

**Instructor Note:** Refer to Career Plan wall chart.

- As part of a mobile military family, you can always look at ways to expand your options. Some careers are more mobile than others. Some skills are more mobile than others.
- Using your values, interest, skills and life preferences you may identify new ways of taking charge of your career. New ideas will assist you in meeting your goals and plans.

**NON-TRADITIONAL EMPLOYMENT (15 MINUTES)**

**Define** non-traditional employment:

- An occupation where fewer than 25% of the workers are of one gender.

**Share** statistics:

- Women comprise about 45% of the labor force and accounted for more than 3/5 of the increase in the civilian labor force in the last decade.
- Women are expected to comprise 47% of the labor force by the year 2005.
- The average woman worker is 34 years old and can expect to spend 29.3 years of her life in the workforce.
- Women constitute about 80% of the workers in traditional female occupations (e.g., teacher, secretary, house hold worker)

Both men and women are starting to become skilled for non-traditional jobs. If you're interested, contact your SEAP office or education office about becoming skilled or involved in non-traditional employment.

**List** non-traditional jobs for men and women:

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**Instructor Aid 2**

Becoming skilled in these non-traditional jobs will provide you more options when relocating and searching for a new job.



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## EXERCISE 1: MOBILE CAREERS

(20 MINUTES)

**Introduce** exercise:

- Mobile careers are defined as looking for job skills and applications in the work world that can be transferred from one job or location to another.
- Identifying your skills is the first step to making your career mobile. In Module 2, each of you identified skills that you are good at. Use that list to determine which skills are transferable.
  - Some examples of transferable skills are teaching, landscaping, accounting, financial planning, editing.
- Some military spouses have found that they enjoy doing free lance work, owning their own businesses, or doing consultant work, while others prefer to transfer their skills into already existing positions in established organizations.
- There are many types of jobs available to you. It's now time to identify them.

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**Instructor Aid 3**

**Conduct** exercise:

1. Explain that the worksheet will help them identify possible mobile careers that sound interesting to them.
2. If it is helpful, they can refer to Module 2 to view their skill information.
3. The careers on the list are some of the successful mobile careers that military spouses have pursued.
4. Participants will work individually to check off the careers that sound interesting to them, then have the chance to add more ideas.
5. Allow 10 minutes for the exercise.



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**Facilitate** discussion:

**Ask** each participant to list 2 additional careers they noted.

**Encourage** participants to write down responses that sound interesting to them.



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## MOBILE CAREERS (15 MINUTES)

Having mobile skills or a mobile career is helpful for transfers within the U.S. and also overseas.

**Highlight** fields of work that are transferable abroad:

|                       |  |
|-----------------------|--|
| Accounting            | Graphic Design                           |
| Administration        | Health Care                              |
| Anthropology          | Horticulture                             |
| Bookkeeping           | Law                                      |
| Clerical              | Linguistics                              |
| Community Development | Nutrition                                |
| Computer Science      | Political Science                        |
| Counseling            | Program Development                      |
| Economics             | Recreation                               |
| Family Planning       | Teaching (especially helpful to          |
| Fitness               | have ESL experience (English as a Second |
|                       | Language)                                |

Be encouraged that just about all these fields listed were represented by the job titles you looked at previously.

**Brainstorm** with the group the positive aspects and benefits of mobile careers and skills.

**Instructor Note:** *Chart the responses for all to see. Support and encourage responses.*

**Possible answers :**

- Not feeling trapped into one job.
- Relocate with my family and maintain employability.
- Use expertise in a variety of settings.
- Learn from others in different job settings how they solve problems, communicate, etc.
- Meet and work with new people.
- Travel. Learning about different cultures.
- Be creative and adaptable.
- Awareness of own skills.
- Freedom to balance work and family life.



## ALTERNATIVE WORK ARRANGEMENTS (15 MINUTES)

Using a little creativity when determining your work schedule will help you balance your work and family life.

**List** some possible options:

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- Part time – By 2000, half of all jobs could be part time. Provide the opportunity to remain in the workforce and have time with family. Consider working two part time jobs if looking for skill diversity.
- Flextime – 15% of worker have flextime. Working a set number of hours each day, week, or month in a schedule that meets your needs (e.g., 9 to 5, 11 to 7, 7 to 3).
- Compressed Workweeks – Work your full hours, just in shorter number of days (e.g., work four 10-hour days instead of 5 eight-hour days). A good option for parents who want to provide most of their own childcare.
- Job Sharing – Two people work same job. Coordinating tasks and communication are essential.
- Home-based Work – Either work for yourself or for someone else (e.g. consulting or contract work).
- Temporary Work – Could range from one day to several months. Usually, temporary work does not commit you to a long-term steady job. Normally based on your skill ability.
- Telecommuting – Work at home or from satellite offices near home, usually connected to main office electronically.
- Volunteering – A way to maintain your credentials and gain experience. It also may be the only option in some locations. Will talk more about volunteerism later in this module.

## TIPS FOR LONG DISTANCE JOB HUNTING (15 MINUTES)

Searching for a job across country can be difficult. Here are some tips to make it easier.



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1. Contact the Chamber of Commerce or conduct a specific city search on the Internet at <http://clickcity.com/index.htm>.
2. Search the want ads for the location where you are moving on the Internet at



[www.ipl.org/reading/news](http://www.ipl.org/reading/news).

3. View vacancy announcements from the state employment office by accessing America's Job Bank on the Internet at [www.ajb.dn.i.us](http://www.ajb.dn.i.us).
4. QOL Mall at [www.lifelines4QOL.org](http://www.lifelines4QOL.org).
5. If moving to another military or area where a military installation is present, obtain area employment information from SITES (Standard Information Topic Exchange System) on the Internet at [www.dmdc.osd.mil/sites](http://www.dmdc.osd.mil/sites).
6. If interested in Federal Employment, search the Office of Personnel Management's job listing for the area of interest on the Internet at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or call (912) 757- 3000.
7. Informational interviews are an effective tool to use for getting information about a career field
8. Contact your local and reviewing FSC SEAP Manager to obtain useful information about the employment climate in the area you will be living.



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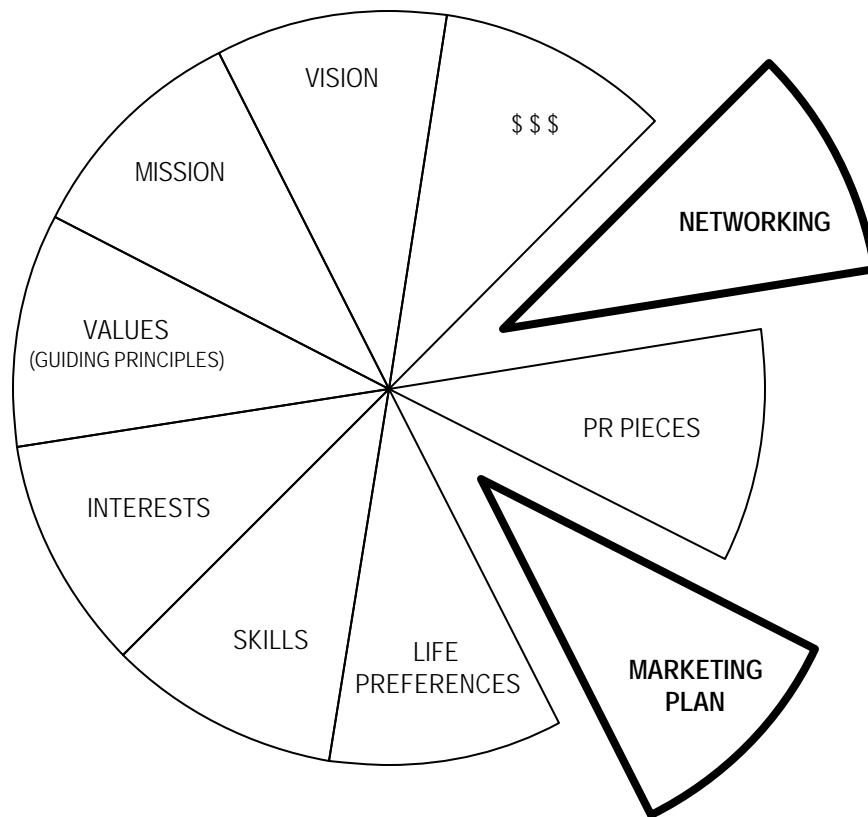
## **SUMMARY** (5 MINUTES)

In this module you:

- Learned about skills and jobs that are transferable.
- Identified possible mobile jobs that interest you.
- Learned tips for conducting a long distance job search.

**Ask** participants to complete the evaluation in the Participant Guide.

## ***Career Plan***



As part of a mobile military family, you can always look at ways to expand your options. Some careers are more mobile than others. Using your values, interest, skills and life preferences you may identify new ways of taking charge of your career. New ideas will assist you in meeting your goals and plans.

## ***Non-Traditional Employment***

### ***FOR WOMEN***

Agricultural Production  
 Agricultural Supplies and Services  
 Agricultural Mechanics  
 Renewable Natural Resources  
 Forestry  
 Automotive  
 Hotel and Lodging Management  
 Emergency Medical Technician  
 Accounting/Computer Occupations  
 Architectural Technology  
 Civil Technology  
 Electronic Technology  
 Environmental Control Technology  
 Industrial Technology  
 Mechanical Technology  
 Commercial Pilot Training  
 Body and Fender Repair  
 Auto Mechanics

Aviation Occupations  
 Carpentry  
 Custodial Services  
 Diesel Mechanics  
 Drafting Occupations  
 Electrical Occupations  
 Electronic Occupations  
 Industrial First Aid  
 Maritime Occupations  
 Machine Shop  
 Sheet Metal  
 Welding and Cutting  
 Firefighter Training  
 Law Enforcement Training  
 Small Engine Repair  
 Stationary Energy Sources  
 Woodworking Occupations

### ***FOR MEN***

Apparel and Accessories  
 Food Distribution  
 Home Furnishings  
 Dental Assisting  
 Dental Hygiene  
 Medical Laboratory Technician  
 Nursing  
 Practical Nursing

Nursing Assistant Rehabilitation  
 Optometry Technician  
 Medical Assistant  
 Care and Guidance of Children  
 Institutional/Home Management/ Support  
 Stenographer/Secretarial  
 Typing and Related Occupations  
 Cosmetology

## ***Mobile Careers***

Relocation Specialist  
 Bookkeeper  
 Child Care or Respite Care Provider  
 Human Resource Developer  
 Recreation Director or Worker  
 Color Consultant  
 Landscape Designer or Gardener  
 Interior Decorator  
 Fund Raiser  
 Cook  
 Seamstress/Tailor  
 Medical Technician  
 Baker  
 Dental Technician  
 Cake Decorator  
 Receptionist  
 Flower Arranger  
 Physical Therapist  
 Model  
 Construction Worker  
 Beauty Consultant  
 Homemaker or Home Health Aide  
 Salesperson (own business; retail)  
 Dietitian  
 Clerical or Office Worker  
 Budget Analyst  
 Nurse  
 Electronics Technician  
 Computer Specialist or Technician  
 Occupational Therapist

Business Machines  
 Repairer  
 Typist/Stenographer  
 Music Teacher  
 Paralegal Assistant  
 Craft Expert/Teacher  
 Salesperson  
 Food Service Worker  
 Pollster  
 Wake-Up Service (owner; employee)  
 Carpenter  
 Answering Service (owner, employee)  
 Artist (illustrator, paste-up, Designer)  
 Banker (cashier, loan officer, customer service representative)  
 Musician  
 Products Demonstrator  
 Photographer  
 Statistician  
 Writer (technical, copy, features, script, speech, resumes, books, reporter)  
 Educator (all levels, all subjects)  
 Caterer or "Party Planner"  
 Grower (seedlings, flowers, veggies)  
 Public Relations (information) Specialist

Engineer (civil, electrical, mechanical, chemical, nuclear, industrial)  
 Art Teacher  
 Income Tax Specialist  
 Home Economist  
 Welder  
 Counselor  
 Laundry Service worker  
 Financial Advisor or Educator  
 Real Estate Agent  
 Dancing Teacher  
 Marketing Researcher  
 Travel Agent  
 Calligraphy Artist  
 Foreign Language Interpreter  
 Waitress  
 Accountant  
 Insurance Agent  
 Manager (fast foods, large corporations)  
 Graphics Service for Educator  
 Caseworker or Advocate (social financial, police, hospital)  
 Tutor  
 Beautician or Barber  
 Bus Driver  
 Fashion Consultant or Coordinator  
 Tour Guide  
 Speech and Hearing Therapist

### **Add your Ideas:**

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